



# City of Battle Creek

## Community Services - Planning and Zoning Division

City Hall • 10 N. Division Street, Ste. 117 • Battle Creek, Michigan 49014

Ph (269) 966-3320 • Fax (269) 966-3555 • [www.battlecreekmi.gov](http://www.battlecreekmi.gov)

Date Received: \_\_\_\_\_

Date Transmitted: \_\_\_\_\_

Pmt Received: \$ \_\_\_\_\_

Transmitted to: \_\_\_\_\_

DPW

Planning

Building

## SITE PLAN REVIEW APPLICATION

(Note: Plan reviews have a 15-day time-frame.)

Date: \_\_\_\_\_

Name of Company to Occupy Site: \_\_\_\_\_

Address of Site: \_\_\_\_\_

<b>PROPERTY OWNER/DEVELOPER:</b> _____ check if primary contact for this	
Name: _____	
Firm: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____	Fax: _____
Email: _____	

<b>ARCHITECT/ENGINEER:</b> _____ check if primary contact for this	
Name: _____	
Firm: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____	Fax: _____
Email: _____	

<b>CONTRACTOR:</b> _____ check if primary contact for this	
Name: _____	
Firm: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____	Fax: _____
Email: _____	

### PROJECT DESCRIPTION

Briefly describe the general character of the proposed development:

\_\_\_\_\_  
\_\_\_\_\_

Are there any past or present zoning variances, easements, or deed restrictions on this property? If so, please explain the nature of the variance or restriction. \_\_\_\_\_

What is the total size (square feet/acreage) of this property? \_\_\_\_\_

How much of the property is currently developed by impervious surface (in square feet and percentage)? \_\_\_\_\_

At the end of the project, how much of the property will be developed with impervious surface (in square feet and percentage)? \_\_\_\_\_

List the existing structures on this property, their square footage, existing use and proposed use.

\_\_\_\_\_

\_\_\_\_\_

List the structures proposed for this property, their square footage, and proposed use. If this is a residential project, how many units are being proposed and what is the net density being proposed? \_\_\_\_\_

\_\_\_\_\_

What is the size (in square feet) of the existing parking area? \_\_\_\_\_

How many existing parking spaces exist on the site? What improvements are proposed for the existing parking – removal, reconstruction, seal/stripe? \_\_\_\_\_

What size (in square feet), if any, of parking area will be added? How many parking spaces will be added? \_\_\_\_\_

\_\_\_\_\_

Are there any changes proposed in the rights-of-way? Is new water service or a new sewer service required? \_\_\_\_\_

What is the estimated cost of construction? \_\_\_\_\_

How many people are currently employed on this site, and how many will be added as a result of the project? \_\_\_\_\_

\_\_\_\_\_

Is this in a flood plain? If yes, what zone? \_\_\_\_\_

A conceptual site plan review meeting can be organized prior to submittal of this application by contacting the Planning and Zoning Division. By signing this application, the applicant confirms that all information required for submission of a site plan review has been provided:

➤ **Fee Payment (\$150 for properties under 5 acres; \$250 for properties over 5 acres)**

➤ **Digital Copy of Site Plan is to be submitted with site plan application.**

Furthermore, the applicant has thoroughly read Ch. 1294 of the codified ordinances for the City of Battle Creek and agrees to comply with all requirements and procedures for site plan review. The applicant understands that the approved site plan is a legally binding document and any modifications from this approved site plan must be authorized by the Planning Department prior to their implementation.

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Signature of Property Owner/Representative

Date



City of Battle Creek  
SITE PLAN REVIEW PROCESS  
Revision 10/15/21

Site Plan Review is required for any building addition or new construction of any use other than a single or two family residential use. Site Plan Review is also required for any new parking lot over 4 parking spaces or for any parking lot addition.

<b>INTAKE:</b>  Planning Admin	<p>One copy of the completed site plan application and a copy of the digital plans/drawings, along with a check for the fee is submitted to the Planning Department in Rm. 117 of City Hall, 10 N. Division St., Battle Creek, MI. The fee, bond, and insurance schedule adopted the following fees for site plan review:</p> <p style="text-align: center;"><b>For properties under 5 acres in size: <u>\$150</u>; For properties over 5 acres in size: <u>\$250</u></b></p> <p><i>NOTE: The site plan review process is a separate process from the building plan review/permit application process, and will be required in a separate submittal. They can occur simultaneously with the understanding by the applicant that required changes to the site plan may result in changes to the building plan necessitating additional submittal. In the instance where a building plan is submitted and includes site plan information for approval, the applicant will be required to separate the plans for independent submittal or submit additional site plans for SPR review/approval.</i></p>
Planner  Planning Admin	<p><i>In the instance a building plan/permit application is forwarded to the Planning Department where the project requires a site plan review, the Planner will make contact with the applicant and inform them that SPR process is required and the building plan/permit application will be held by Planning until such time the SPR is submitted/approved.</i></p> <p>The Planning Admin. will send an email regarding the application received that will state the address, project name, and basic information (new build/addition, square footage, etc.) of the site plan and application to following individuals letting them know a site plan has been received: Susan Cronander, Planner, Carl Fedders, Tad McCrumb, Duane Davis, Greg Rickmar, Randy Pufpaff, Ted Hanson, Don Wilkinson, Paul Sheldon, Chad Russell, Quincy Jones.</p> <p>The Planning Admin. will enter the site plan onto the site plan tracker located on the shared drive, and create a SPR permit in BS&amp;A with a "Site Plan Review" inspection scheduled for 15 days for the Planner. The application and digital plans will be attached under the permit in BS&amp;A and also, input in DPW "Cityworks" program.</p>
<b>REVIEW:</b>  Planning DPW Inspections Fire Inspector	<p>Site plan review is performed as follows: Planning - zoning, DPW - utilities, traffic, stormwater, legal description, Inspections/Fire - fire suppression needs, hydrant location, FD access. Departments may not necessarily have codes that address the site specifically but should review the site plan to determine if there are any items that may impact layout of a project.</p> <p>Departments have up to seven days to provide comments to the Planner, Planning Dept.; Comments should indicate if the site plan is approved, approved with conditions, or denied. Comments should also indicate if a revised plan is required. <i>Note: Revised plans will be submitted and reviewed using the same process as original plans.</i></p>
<b>DECISION</b>  : Planner	<p>The official response will be drafted and sent to the applicant. Copies of this letter and the one from DPW will be attached into BS&amp;A under the "Site Plan Review" inspection, and the inspection will be approved/denied accordingly. The permit will remain open until such time the project is complete.</p>
<b>INSPECTION:</b> Inspections / CSR's	<p><u>Request for Footing:</u> At such time a footing inspection is requested, the CSR will schedule a "Compliance Inspection" under the SPR permit for the Planner. For parking lot projects, the Planner will schedule their own "Compliance Inspection".</p>
Planner	<p><u>Zoning Inspection:</u> A compliance inspection will be scheduled and performed by the Planner, and will take place once per month throughout the construction to ensure the property is being constructed as approved in the site plan. The inspection record will be documented in BS&amp;A and project status listed on the SPR tracker. If the site plan is being developed contrary to the approved plan, the Planner will take photos of the violations, contact the developer, and upload photos, comments, and any written correspondence into BS&amp;A.</p>
Inspections / CSR's	<p><u>Certificate of Occupancy:</u> At the time a project is requesting a Certificate of Occupancy, the CSR will schedule a "Final Inspection" for the Planner for SPR compliance. <b>A C of O shall not be issued until the SPR permit has been closed out.</b></p>
Planner	<p><u>SPR Permit Close-Out:</u> The Planner will ensure that a digital copy of the approved site plan has been received and entered into BS&amp;A under the permit. The permit shall be closed out when all final actions on a specific site plan is taken.</p>